

Park City Fire Service District
Administrative Control Board - Regular Public Meeting Minutes
Park City Fire District Headquarters
December 9, 2009

Chairman Beck called the meeting to order at 6:30 p.m.

Commissioners Present: Chairman Robbie Beck, Commissioner Jim Bacon, Commissioner Kent Cashel, Commissioner Gary Vetterli, and Commissioner Dianne Walker.

Fire District Personnel Present: Chief Kelly Gee, AC/FM Scott Adams, AC Frank Heumann, AC Bob Zanetti, BC Ray Huntzinger, Captain Bob Evans, Patti Berry, Traci Madson, and Bill Pyper.

Public Present: Eric Johnson

I. Approval of Previous Meeting Minutes: Chairman Beck called for a motion to approve the minutes of November 4, 2009, which was moved by Commissioner Vetterli, seconded by Commissioner Cashel, and passed by all.

II. Public Input:

III. Commission Reports:

A. Correspondence:

B. Financials: All bills have been reviewed and signed.

C. Other:

IV. Old Business:

A. None.

V. New Business:

A. Adoption of Final 2009 and Initial 2010 General Fund, Special Revenue Fund, Debt Service Fund, and Capital Projects Fund Budgets. Chairman Beck closed the Public Meeting and convened the Budget Hearing. Bill Pyper presented and explained the various budgets. Chairman Beck closed the Budget Hearing and reconvened the Public Meeting. Commissioner Cashel moved to adopt the Final 2009 General Fund in the amount of \$13,190,000 and the Initial 2010 General Fund in the amount of \$13,645,000; the Final 2009 Special Revenue Fund in the amount of \$510,000 and the Initial 2010 Special Revenue Fund in the amount of \$510,000; the Final 2009 Capital Projects Fund in the amount of \$1,895,000 and the Initial 2010 Capital Projects Fund in the amount of \$1,700,000; and the Final 2009 Debt Service Fund in the amount of \$750,000 and the Initial 2010 Debt

Service Fund in the amount of \$500,000; seconded by Commissioner Vetterli, passed by all.

- B. Presentation and Review of Revised Personnel Policies. Patti Berry introduced two policies and explained what the proposed changes will entail. These policies will be reviewed by counsel and will be posted for two weeks. There was a question about written reprimands and the grievance procedure, so further information will be presented at a future meeting. Commissioner Bacon brought up several questions and requested changes related to the disciplinary actions policy, which Patti will incorporate into the revised policy.
- C. Review and selection of CPA firm to conduct 2009 annual audit. Bill Pyper reported that last year it was suggested that the Fire District's audit go out for bid this year. Bill summarized the proposals he received back from various CPA firms and reported on some advantages and disadvantages of various firms. Bill explained that this proposal will run for three years, so the commissioners felt that it would be time to obtain a new firm since that would mean that Schmitt, Griffiths, Smith & Co. would be conducting the independent audit for eight total years. Commissioner Walker moved to authorize Bill Pyper to select a new firm to conduct the audit for the next three years, seconded by Commissioner Cashel, passed by all.

VI. Dismiss as PCFSD Administrative Control Board and Convene as PCFSD Local Building Authority Board.

- A. Open Public Hearing to receive input from the public with respect to the issuance of Lease Revenue Bonds (the "Bonds") in the aggregate principal amount of not to exceed \$4,000,000, issued for the purpose of (i) financing in part new public safety infrastructure and related improvements for the benefit of the District, (ii) funding a deposit to a debt service reserve fund, if desirable, (iii) paying capitalized interest, if desirable, and (iv) paying expenses to be incurred in connection with the issuance and sale of the Bonds, and the economic impact that the improvements proposed to be financed with the Bonds will have on the private sector. Eric Johnson explained the 20-year loan applied for from the Community Impact Board and how those funds will be used. The Fire District will receive a 2.95 percent interest rate. The Local Building Authority will administer the loan and will lease the buildings to the Fire District. Chairman Beck reflected on the record that no public was present for this hearing. Chairman Beck also thanked Mr. Johnson for all of his time and efforts in assisting the Fire District.
- B. Adoption of Initial 2010 and Proposed 2011 PCFSD Local Building Authority Budgets. Chairman Beck called for a motion to adopt the Initial 2010 budget in the amount of \$3.8 million, moved by Commissioner Bacon, seconded by Commissioner Cashel, passed by all.

- C. Commissioner Vetterli moved to dismiss the Local Building Authority Board, seconded by Commissioner Cashel.

VII. Dismiss as PCFSD Local Building Authority Board and reconvene as PCFSD Administrative Control Board.

VIII. Staff Reports and Input

- A. Chairman Beck thanked the staff for the recent holiday party.
- B. Chief Gee reported that a used compressor has been purchased from South Davis Fire. The Fire District will purchase another compressor with grant money.
- C. Chief Gee reported that the Fire District's web site is being updated with winter information.
- D. Chief Gee reported that research has been completed as it relates to the contractor that will do the concrete work for the training facility. Heil Construction was able to get bonding and also presented the lowest bid. AC/FM Adams reported that the Fire District will now review contracts with Heil.
- E. Chief Gee reported that the St. Regis hotel is now open. The Fire District still has not received anything back from Wasatch County.
- F. Chief Gee reported that some issues are being worked out with the new hospital.
- G. Chief Gee reported on some upcoming special events.
- H. Chief Gee asked if the commissioners would like to keep the same meeting schedule for the year 2010. It was decided that the meetings would take place on the first and third Wednesdays of the month. Chief Gee would also like to offer training for the Administrative Control Board. Chief Gee will look at offering the training on February 3rd.
- I. AC Heumann gave an update on ambulance revenue.
- J. Chief Gee reported that the chief officers will meet to discuss goals and new programs.

- IX. Other:** Chief Gee presented a proposal to the commissioners. Commissioner Cashel moved to authorize Chief Gee to distribute a bonus of 1% of savings among the management team, seconded by Commissioner Bacon, passed by all.

- IX. Adjournment:** With no further business to come before the board, Chairman Beck called for a motion to adjourn, moved by Commissioner Bacon, adjourned at 7:40 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held January 6, 2010, beginning at 6:30 p.m. at the Park City Fire District Administration Building, located at 736 Bitner Road, Park City, UT.

Approved: _____

Date: _____

Prepared by: Traci Madson